

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING MANAGEMENT ANALYST

DEFINITION:

Under direction, to supervise a professional staff in budgetary, administrative, crime analysis, and productivity studies; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of a professional staff in budget preparation and control, in the study of administrative organization and procedures, in long-range financial planning, productivity improvement studies, or crime analysis;
- Reviews findings and recommendations;
- Confers with supervisors, departmental officials, and others in the solution of administrative, fiscal, organizational, productivity or criminal analysis problems;
- Trains and evaluates the performance of subordinates;
- Evaluates the current utilization and feasibility of further acquisitions of equipment, capital assets, and staff;
- Recommends establishment and revision of management information systems;
- Directs the compilation of data for work load, revenue, and activity reports to management;
- Prepares correspondence and reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** four years of professional experience in budgetary, administrative, personnel, or organizational analysis work. At least two years of the qualifying experience must have been performed in a government agency. Additional qualifying experience may be substituted for the degree on a year-for-year basis. A Master's degree in Public, Personnel, or Business Administration, Finance, Economics, Industrial Engineering or Psychology, Management, or a closely related field may be substituted for a maximum of one year of required experience (excluding the government agency experience requirement).

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.